



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5350.3
BUMED-M09B1
6 Mar 2006

BUMED INSTRUCTION 5350.3

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: BUREAU OF MEDICINE AND SURGERY (BUMED) ADOPT-A-SCHOOL PROGRAM

Ref: (a) OPNAVINST 5350.6B

Encl: (1) BUMED ADOPT-A-SCHOOL PROGRAM VOLUNTEER FORM

1. Purpose. To provide policy and guidance for BUMED's Adopt-A-School Program. Reference (a) provides additional guidance.

2. Policy. It is BUMED's policy to promote a community effort to assist in education and enrichment of America's youth and communities. Navy civilian and military volunteers will endeavor to improve education as well as quality of life in communities.

3. Guidance. To ensure an effective BUMED Adopt-A-School Program, the following guidelines are provided:

a. Participation by BUMED personnel (active, reserve, or civilian employees) in any community service program activities is voluntary.

b. BUMED authorizes command-sponsored community service during normal working hours. Command mission must not be compromised in support of community service projects.

(1) Military personnel may be permitted to voluntarily participate by adjusting normal duty schedules or granting liberty, leave, or no-cost temporary additional duty (TAD); the usual arrangement is liberty.

(2) Civilian personnel may be permitted to voluntarily participate by authorizing "alternative work arrangements (AWA)" or granting annual leave, leave without pay, or excused absence; the usual arrangement is AWA.

c. Reference (a) outlines procedures for supplies, facilities, and services provided in support of community service.

(1) Fiscal expenditures for community service must not compromise command operational goals or objectives.

(2) Tours of base facilities may be offered to community service outreach project participants. Tours of Potomac Annex should be arranged on a not-to-interfere basis with command operation.

d. BUMED volunteers authorized by their supervisor to participate in command-sponsored community service programs are considered acting within the scope of official duties and employment. As such, they are normally not personally liable for mishaps that occur during those activities. Claims against the United States are processed per references (f) and (g) to reference (a).

4. Responsibilities

a. Chief, BUMED is responsible for the overall policy aspects of the BUMED Adopt-A-School Program and has delegated this responsibility to the Chief of Staff (COS).

b. Single digit and special assistants are responsible for ensuring interested personnel are afforded every opportunity to participate in BUMED's Adopt-A-School Program at Anne Beers Elementary School in Washington, DC.

c. Supervisors are responsible for:

(1) Soliciting volunteers for BUMED's Adopt-A-School Program.

(2) Approving or disapproving the BUMED 5350/1 (10-2005) form in a timely manner.

d. Volunteers are responsible for:

(1) Completing the BUMED 5350/1 (10-2005) form and obtaining approval prior to participation.

(2) Forwarding the approved BUMED 5350/1 (10-2005) form to the Program Coordinator prior to participation.

(3) Attending every tutoring session.

(4) Completing work assignments in a timely manner.

5. BUMED's Program

a. The BUMED Adopt-A-School Program will be managed by the Director for Headquarters Administration (DFA) (M09B1).

b. The Program Coordinator will be the Training Officer, M09B15.

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c. BUMED's Adopt-A-School Program is with Anne Beers Elementary School in Washington, DC. Volunteers will be assisting students with Math and Reading.

(1) Every Tuesday from 0900 to 1100 during the Elementary School Term (normally October to June timeframe).

(2) Transportation will be provided; the van will leave from in front of Building 2 every Tuesday at 0830 and return to BUMED by 1130.

6. Form. The BUMED 5350/1 (10-2005), BUMED Adopt-A-School Program Volunteer Form is available from the Navy Medicine Web site at: <http://navymedicine.med.navy.mil/default.cfm?seltab=Directives>, choose the Internal Tab and then the Forms Tab. This form is applicable for one school year; it must be completed each fall for continued participation.



C. S. HUNTER
Chief of Staff

Distribution is electronic only via the Navy Medicine Web site at:
<http://navymedicine.med.navy.mil/default.cfm?seltab=Directives>

**BUREAU OF MEDICINE AND SURGERY
ADOPT-A-SCHOOL PROGRAM
VOLUNTEER FORM**

Complete this form and forward to the BUMED Adopt-A-School Program Coordinator

1. I, _____, (participant's name) understand that participation in the BUMED Adopt-A-School Program is voluntary. I further understand:

a. I am committing my time to this program on a weekly basis and it is important that I attend every week.

b. I am responsible for completing all work assignments in a timely manner (i.e., participation in this program does not give me an excuse to miss deadlines).

c. That participation in this program must be approved by my immediate supervisor prior to participation.

d. That mission requirements may take precedence over this program and that determination should be made by my supervisor and me.

(Signature of Employee)

(Date)

(Job Title)

762-_____
(Extension)

2. I, _____, (supervisor's name) understand that Mr/Ms _____ (participant's name) desires to participate in the BUMED Adopt-A-School Program. I further understand:

a. That the above individual will be at an alternate work site every Tuesday from 0830 to 1130 for the duration of the 20 - 20 (school term, i.e., 2005-2006) program.

b. That mission requirements may take precedence over this program, but the above individual is committed to this program and I will make every effort to ensure their participation.

(Signature of Immediate Supervisor)

(Date)

(Code)

762-_____
(Extension)